



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 45-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors
From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs
Date: April 25, 2006
RE: Commercial Software Used in School Nutrition Programs

This memo is a reminder that each Local Educational Agency (LEA) is responsible for **guaranteeing the accuracy of any electronic application technology** (including electronic signatures) and **guaranteeing the accuracy of claims for reimbursement regardless of technical problems or improper usage of commercial software**. Additionally, the LEA is responsible for **ensuring that free and reduced price eligibility information remains confidential no matter what commercial software is being used**.

This reminder has been issued due to information that The United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) recently received from the field. FNS received information that technical problems and incorrect use of commercial software has resulted in the submission of inaccurate claims for reimbursement. Also, FNS received information that commercial software may be linked to households' NSLP/SBP meal application information being released to individuals who do not have a "need to know".

FNS and the Arizona Department of Education (ADE) highly encourage the use of technology to increase the efficiency and the accuracy of the Child Nutrition Programs (CNP) and recognize that technology can significantly improve the management of the CNP. However, Federal law states that the LEA is fully responsible for proper program management, accurate income eligibility applications and claims, maintenance of confidential information in a secure manner, and ensuring that computer software programs function properly.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.